



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

Incorporating the Private Executive Meeting Notice and the Notice of
Intention to make Key Decision

March 2024 to June 2024

Published on 26 January 2024

Executive Forward Plan and Notices required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

There is a legal requirement for local authorities to publish a notice setting out the key executive decisions that will be taken by the appropriate decision maker at least 28 clear days before such decisions are to be taken. This Executive Forward Plan incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions and/or Executive sub-committees) which are intended to be taken at Cherwell District Council. Whilst this document provides details of known decisions for the following month, where details of decisions to be made after this period are known, they are provided for information.

The Plan also sets out where, if at all, it is anticipated that part of an Executive meeting will be held in private. This is where confidential or exempt information (as defined in the constitution) is likely to be made known. Notice is hereby given that it may be necessary for part of an Executive meeting to be held in private because it becomes apparent at the meeting that confidential or exempt information will otherwise be made known. Should this become apparent at the meeting the relevant part of the meeting will only be held in private upon the passing of a resolution which (where exempt information will be made known) describes the description of exempt information pursuant to Schedule 12A of the Local Government Act 1972.

The Executive Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted and further decisions will be added or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month.

If a key decision is not included in the published Executive Forward Plan for 28 clear days before a decision needs to be taken the Chairman of the Overview and Scrutiny Committee must be notified and a supplement to the Forward Plan published at least 5 clear days before the date on which the decision is proposed to be taken. If the date by which the decision has to be made makes compliance with this requirement impracticable the decision can only be made with the consent of the Chairman of the Overview and Scrutiny Committee who must be satisfied that the making of the decision is urgent and cannot reasonably be deferred.

If it is necessary to discuss an issue in private and 28 days' notice has not been given the decision may only be taken or the item discussed in private with the agreement of the Chairman of the Overview and Scrutiny Committee who must be satisfied that the need for the item to be taken to the meeting is urgent and cannot reasonably be deferred.

Key Decisions

A key decision is a 'significant' decision that is legally within the power of the Council to make, is not precluded by statute from being made under Executive arrangements and is not otherwise retained for decision by Council or delegated to a Committee of Council or officer by the Council's Constitution.

Significance – A decision is significant if it meets the financial and/or community impact criteria:

- Financial: A decision that will result in the Council:
 - Incurring potential revenue expenditure or savings above £50,000
 - Incurring potential capital expenditure or savings above £250,000
 - Procuring or awarding any contract having a total value exceeding £500,000

and / or

- Community Impact: A decision that is significant in its effects on communities living or working in an area comprising two or more Wards in the area of the Council. That is a decision where:
 - A significant number of users of the service in the Ward(s) will be affected and / or
 - An impact that will last for a number of years, or be permanent; and / or
 - A significant impact on communities in terms of environmental and social well-being.

The following are not regarded by the Council to constitute key decisions:

- Implementing approved budgets or policies and strategies where there is little or no further choice involved and the main decision has already been taken by the council in agreeing the budget and policy framework.
- Implementing approved actions and targets in annual service plans.
- Decisions by the Chief Finance Officer which are part of the ordinary financial administration of the Authority, notably those relating to investments, within the agreed Treasury Management Policy.
- Implementing projects for which specific conditions have been attached by external funders, such as the Government or European Union.
- The award of contract for the provision of works, goods and services, within an agreed policy and budget and where a decision has been made.
- Changes arising from amendments to statute where there is little or no discretion.

For a decision to be key, there must be a significant degree of discretion to be exercised by the decision-maker.

In all cases the documents submitted to the decision maker to inform their decision shall be a report (available with the agenda 5 clear days before the meeting) and all documents submitted to the decision maker will be available at www.cherwell.gov.uk

Cherwell District Council – Executive Members 2023/2024

| Portfolio | Councillor |
|---|-----------------------------------|
| Leader and Portfolio Holder for Policy and Strategy | Councillor Barry Wood |
| Deputy Leader and Portfolio Holder for Finance | Councillor Adam Nell |
| Portfolio Holder for Cleaner and Greener Communities | Councillor Andrew McHugh |
| Portfolio Holder for Corporate Services | Councillor Sandy Dallimore |
| Portfolio Holder for Healthy and Safe Communities | Councillor Phil Chapman |
| Portfolio Holder for Housing | Councillor Nick Mawer |
| Portfolio Holder for Planning and Development | Councillor Dan Sames |
| Portfolio Holder for Property | Councillor Eddie Reeves |
| Portfolio Holder for Regeneration | Councillor Donna Ford |
| Portfolio Holder for Sport and Leisure | Councillor Nigel Simpson |

Dates of Executive Meetings 2023/2024 (all 6.30pm unless indicated): 5 June 2023 - cancelled, 3 July 2023, 4 September 2023, 2 October 2023, 6 November 2023, 4 December 2023, 8 January 2024, 5 February 2024, 4 March 2024, 8 April 2024

For further information on the Executive Forward Plan, please contact:

Democratic and Elections Team,

Cherwell District Council,

Bodicote House,

Bodicote, Banbury,

Oxfordshire OX15 4AA

E-mail: democracy@cherwell-dc.gov.uk

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|---|----------------|-----------------------|--|---|--|---|--|
| March 2024 | | | | | | | |
| Referral of Motion: Period Poverty To consider the Period Poverty motion adopted at the 18 December 2023 Council meeting | Executive | No | No | Portfolio Holder for Healthy and Safe Communities | Nicola Riley Tel: 01295 221724 | Executive report | Assistant Director Wellbeing & Housing |
| Property Asset Management Strategy To consider a strategy that outlines the principles and framework that will underpin our decisions to make the best use of the assets | Executive | Yes | No | Portfolio Holder for Property | Mona Walsh Tel: 01295 221602 | Executive report | Corporate Director Resources |
| Banbury Vision 2050 Update To receive an update on Banbury Vision 2050 | Executive | Yes | No | Portfolio Holder for Regeneration | Robert Jolley Tel: 01295 221688 | Executive report | Corporate Director Communities |
| Food Action Plan A Cherwell wide action plan involving both statutory and voluntary organisations helping to reduce food insecurity and increase cooking skills, growing spaces and food sustainability | Executive | No | No | Portfolio Holder for Healthy and Safe Communities | Edward Frape, Libby Knox, Nicola Riley Tel: 01295 221581, Tel: 01295 221724 | Executive report | Chief Executive |

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|--|-----------------------|------------------------------|---|---|---|--|---|
| Bin Replacement Policy To adopt a Bin Replacement Policy | Executive | Yes | No | Portfolio Holder for Cleaner and Greener Communities | Ed Potter Tel: 01295 227023 | Executive report | Corporate Director Communities |
| Fixed Penalty Notices for Fly Tipping To adopt fixed penalty notices for fly tipping | Executive | Yes | No | Portfolio Holder for Cleaner and Greener Communities | Tim Hughes Tel: 01295 221686 | Executive report | Corporate Director Communities |
| Air Quality Management Action Plan To consider the air quality management action plan | Executive | Yes | No | Portfolio Holder for Cleaner and Greener Communities | Tim Hughes Tel: 01295 221686 | Executive report | Corporate Director Communities |
| Financial Management, Performance and Risk Monthly Report To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update | Executive | Yes | No | Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Services | Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556 | Executive report | Assistant Director Customer Focus, Assistant Director Finance & S151 Officer |

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|--|----------------|-----------------------|--|---|--|---|--|
| Silverstone Loan Exempt report | Executive | Yes | Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972 | Deputy Leader and Portfolio Holder for Finance | Michael Furness Tel: 01295 221845 | Executive report | Assistant Director Finance & S151 Officer |
| April 2024 | | | | | | | |
| Financial Management, Performance and Risk Monthly Report To inform the Executive of the progress against our corporate priorities, a Leadership Risk update linking to the performance and a financial update | Executive | Yes | There may be exempt appendices by virtue of paragraph 3 of schedule 12A of Local Government Act 1972 | Deputy Leader and Portfolio Holder for Finance, Portfolio Holder for Corporate Services | Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556 | Executive report | Assistant Director Customer Focus, Assistant Director Finance & S151 Officer |
| Equalities, Diversity and Inclusion Action plans 2024-25 To consider the Equalities, Diversity and Inclusion Action plans 2024-25 | Executive | Yes | No | Portfolio Holder for Corporate Services | Mark Mills, Celia Prado-Teeling Tel: 01295 221556 | Executive report | Assistant Director Customer Focus |

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|---|----------------|-----------------------|--|---|--|---|--|
| Community Infrastructure Levy (CIL) To seek agreement to commence consultation of the proposed Community Infrastructure Levy schedule | Executive | Yes | No | Portfolio Holder for Planning & Development | Simon Barlow, Christina Cherry Tel: 01295 221851 | Executive report | Corporate Director Communities |
| Performance Outcomes Framework 2024-2025 To consider the Performance Outcomes Framework 2024-2025 | Executive | No | No | Portfolio Holder for Corporate Services | Celia Prado-Teeling Tel: 01295 221556 | Executive report | Assistant Director Customer Focus |
| Oxfordshire Councils Charter To adopt a charter to underpin our ways of working and commitment with Town and Parish Councils across Oxfordshire. This is a joint charter with the County Council, all the Districts and City Councils and OALC. | Executive | Yes | No | .Leader of the Council and Portfolio Holder for Policy and Strategy | Kevin Larner Tel: 01295 221706 | Executive report | Assistant Director Wellbeing & Housing |
| Climate Action Plan Update To consider an update on the Climate Action Plan | Executive | Yes | | Portfolio Holder for Cleaner and Greener Communities | Jo Miskin Tel: 01295 221748 | Executive report | Corporate Director Communities |

May 2024

| Item to be Considered | Decision Maker | Key Decision (Yes/No) | Item likely to be considered in private (Yes/No) | Portfolio Holder | Contact Officer | Documents to be Submitted to decision maker | Director |
|--|----------------|-----------------------|--|---|--|---|--|
| There is no Executive meeting scheduled for May 2024 due to the scheduled elections on 2 May 2024 | | | | | | | |
| June 2024 | | | | | | | |
| Performance Annual Report 2023-2024 To consider the Performance Annual Report 2023-2024 | Executive | No | No | Portfolio Holder for Corporate Services | Celia Prado-Teeling Tel: 01295 221556 | Executive report | Assistant Director Customer Focus |
| Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2024/2025 To appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee for the municipal year 2024/2025. | Executive | No | No | .Leader of the Council and Portfolio Holder for Policy and Strategy | Natasha Clark Tel: 01295 221589 | Executive report | Assistant Director Law and Governance & Monitoring Officer |